

Procedures for Applying for a State Fair Job (Please read before filling out application)

- **You must complete a separate application for each position you are applying for.** Complete the Application for Seasonal Employment, making sure you enter the job title for the position you are applying. The job titles and descriptions are included in this packet. It is very important that you fill the application out completely and neatly. Applications can be mailed or hand carried to:

California Exposition and State Fair
1600 Exposition Blvd.
Sacramento, CA 95815
Attn: Human Resource Department

- It is very important you complete the availability section on the application. Let us know when you will be able to work. Some positions may require that you be able to work evenings, nights, weekends and holidays.
- Your application will be reviewed and distributed to the appropriate supervisor for the position you are applying. After reviewing your application the supervisor may contact you by telephone for an interview. **Most interviews will not begin until June or July.** If you have not been contacted by the 3rd week of July, you may call (916) 263-3114. Applications will remain on file until the last day of the fair.
- If you are successful in the interview process, the hiring supervisor will contact you regarding the next step of the hiring process. A job offer is contingent upon your successful completion of the entire hiring process. You will be contacted to complete paperwork and must have the following documents: **Driver's License or ID Card issued by a federal, state or local government agency, or School ID with photo, or Military ID, and original Social Security Card or a certified copy of a Birth Certificate**
- The job offer is not final until you have completed the entire process, and have been contacted by the hiring supervisor either to confirm your start date or to attend an orientation session.
- You will also be subject to a Megan's Law check. Fingerprints and drug testing may also apply.
- **A work permit is required if you are under 18 and have not graduated from high school.** This is not needed until the job has been offered to you. If school is not in session, or you attend a private school or are home schooled, you must go to the district office to obtain the work permit application.

Listed below are the numbers for school districts in the Sacramento area that handle the work permit process:

- Elk Grove Unified School District (916) 686-7726
- Folsom/Cordova Unified School District (916) 355-1100
- Grant Union Unified School District (916) 286-4900
- Natomas Unified School District (916) 567-5400
- Sacramento City Unified School District (916) 643-7400
- San Juan Unified School District (916) 971-7160
- Washington Unified School District (916) 375-7600

After obtaining your work permit application, complete the form and take to the Cal Expo Human Resource Department and they will sign your application. Take the application back to your high school/district office and they will issue the work permit. You must have the work permit before you will be allowed to fill out your hiring packet.